

Local Site Coordinator Guide

**Emergency Preparedness Satellite Seminar:
The Fourth in a Series**

August 25 & 26, 1999

Technical Assistance

1-800-500-5164 or (301) 447-1068

Overview of Responsibilities

1. Locate, examine, reserve, and prepare site
2. Identify and work with Site Contact
3. Register Site on-line at: [***www.aphis.usda.gov/vs/training/emprep.htm***](http://www.aphis.usda.gov/vs/training/emprep.htm)
4. Identify technical contact
5. Download and provide copies of Seminar materials
6. Provide oversight during broadcast and master of ceremonies services, as needed
7. Distribute and collect Participant Evaluation forms (to be posted separately) at end of Seminar
8. Send an email to us with your observations and recommendations to improve future broadcasts and this Guide

Responsibilities

1. If you have not done so, find a viewing site and identify the site contact. Make site reservations begin 30 minutes before to the test signal time on broadcast dates. Ensure that the site can accommodate the expected number of attendees. Reserve a room with tables and chairs, TV monitor (s), telephone for call-ins during broadcast, and a fax machine. If possible, a telephone and fax machine should be located outside of the viewing room.
2. Identify, as early as possible, a technical contact at the viewing site for possible assistance with the equipment used before and during the broadcast.
3. Register your site on-line at: ***www.aphis.usda.gov/vs/training/emprep.htm***
4. Visit viewing site: Ensure adequate audio/visual support and sufficient seating capacity for the number of registered participants. A telephone and/or fax machine will be needed for question and answer interaction.
5. Download and make an adequate number of copies of the Seminar materials.
6. Take and distribute materials on day of broadcast.
7. Facilitate all sessions
8. After last session:
 - ♦ Collect and return participant evaluation forms to the Professional Development Staff (see address below).
 - ♦ Send an email (see below) to us with your observations and recommendations to improve future broadcasts and this Guide

Mail Forms to:

USDA, APHIS, VS
Attention: Melanie Adams
4700 River Road, Unit 27
Riverdale, MD 20737

EMAIL to:

Melanie.A.Adams@usda.gov

Several Days Before the Seminar

1. Make an appointment to visit the site.
2. Complete the following during your site visit:
 - ♦ Meet the technical contact who will be available during the broadcasts. Explain the broadcast Agenda and provide/confirm satellite specifications.
 - ♦ Verify availability of a telephone for use during the Seminar for call-in questions (preferably outside of the viewing room).
 - ♦ Verify availability of a fax machine and be familiar with its operation (preferably outside of the viewing room).
 - ♦ Know the location of rest rooms, snack bar, emergency telephone, etc.
 - ♦ Know the procedure, should any emergency arise during the class (technical contact, fire exits, etc.)
 - ♦ Know facility rules concerning smoking, food, etc.
 - ♦ Obtain permission and locations to post classroom location signs.
 - ♦ Arrange for use of photocopy machine to reproduce materials for unexpected participants.
 - ♦ Make arrangements for comfortable tables and chairs, preferably arranged facing the viewing screen.
 - ♦ Note parking arrangements and availability.
 - ♦ Ensure that the TV monitor or projection screen is an appropriate size for the audience or that there are multiple TVs in the viewing room.
 - ♦ Get maps or directions to the site and become familiar with them.
 - ♦ *Distribute Directions.* If the viewing site is not in your own building, distribute driving directions, parking information, directions to the viewing room, where to go after arriving, and what number to call if someone is lost.

- ♦ *Download and Copy the Participant Materials.* The materials will be posted on the web page (www.aphis.usda.gov/vs/training/emprep.htm). Reproduce these materials in as many copies as you need. If you are unable to access the materials, please call either Melanie Adams (301) 734-4962 or Maria Calain (301) 734-6687 for assistance.
- ♦ Ensure that an adequate number of pens, pencils, and note paper are available.
- ♦ Make a final check on telephone and fax availability for call-ins. Remind the site contact of any special arrangements, such as tables for participants, etc.
- ♦ Review the Satellite Broadcast Agenda.

One Day Before the Seminar

Assemble the following to bring to your viewing site:

- ♦ Appropriate number of Seminar materials
- ♦ Copies of the Telephone Call-In and Fax-In Sheets (See Appendix)
- ♦ Local Site Coordinator's Guide
- ♦ Sufficient number of signs identifying the entrance(s) to your viewing site and guiding students to the classroom
- ♦ Tape for posting signs
- ♦ Name and telephone number and/or pager number of your site's technical contact
- ♦ Your list of participants

First Day of Satellite Broadcast

1. Bring a generous supply of humor and patience to deal with potential problems.
2. Arrive an hour early to post signs, check the room, set up course materials, etc.
3. Turn on the TV monitor at the designated test time to see the test signal. **If you do not see the test signal, ask your viewing site technical contact for IMMEDIATE assistance.**
4. *Note the Time.* The test signal begins at 12:30 p.m. Eastern time. The broadcast follows at 1:00 p.m. Eastern time. Adjust for time differences in the Central, Mountain, and Pacific time zones. For example, in California the program begins at 10 a.m. local time.
5. When participants arrive, welcome them and have them sign in (*See Appendix*) and then provide them with the participant materials.
6. Instruct participants on use of fax and telephone so that they can interact with the program instructors.

SUGGESTED LOCAL SITE COORDINATOR INSTRUCTIONS
(30 minutes before Seminar start time)

1. Introduce yourself, and identify your self as the local coordinator/facilitator for the satellite broadcast session.
2. Review the contents of the Seminar materials.
3. Provide participants with the location of rest rooms, vending machines, pay phones, and other pertinent information related to the facility. Inform them of any rules regarding food or beverages in the viewing area, and ensure that participants have parked in approved areas.

4. Advise participants of the following information:

*This is an interactive satellite broadcast and you are encouraged to telephone, fax, or e-mail your questions. The moderator or instructor will let you know when to call. I have the Telephone Call-In Sheet and a Fax-In Sheet (See Appendix) for you to write your questions. Please complete them and have them ready. **Please keep your questions short.** We will telephone or fax questions to the broadcasting site. If you telephone with questions, you will be able to hear the broadcast over the telephone. The telephone is located _____. If you do not feel comfortable asking the question on the air, I will be glad to ask the question for you. Just raise your hand and I will collect your Telephone Call-In Sheet written question. If you fax questions, the fax machine is located _____ and operates by _____. Are there any questions?*

5. Five minutes prior to the Seminar start time, announce that the broadcast will begin momentarily. This will afford students the opportunity to finalize their seating and other arrangements.

DURING THE BROADCAST

During local group activities, encourage participants to work on scenarios presented in the broadcast.

When the moderator or instructor tells the participants to telephone or fax their questions or answers regarding local concerns and activities, encourage participants at your site to do so.

AT THE END OF THE BROADCAST ON THE SECOND DAY

- ☐ Tell participants to complete the Seminar Evaluation
- ☐ Important!!! Remind participants that they must answer evaluation questions to receive credit.
- ☐ Mail a single package including the participant evaluations and sign-in sheets to:

USDA, APHIS, VS, PDS
Attention: Melanie Adams
4700 River Road, Unit 27
Riverdale, MD 20737
- ☐ Thank participants for their attendance.
- ☐ Remove the signs you posted.
- ☐ Thank your viewing and technical site contacts.
- ☐ When you return to your office, send us an email with your comments to:
Melanie.A.Adams@usda.gov .

**THANK YOU FOR ALL YOUR EFFORTS IN MAKING THIS BROADCAST A
SUCCESS. YOUR HARD WORK AND PREPARATION ARE APPRECIATED!!!!**

APPENDIX

SATELLITE COORDINATES

C-Band

Galaxy 6
Transponder 12
Downlink Frequency: 3940 MHz
Audio Freq: 6.2/6.8 MHz
Location: 99 West
Polarity: Vertical

Ku-Band

SBS 6
Transponder 4
Downlink Frequency: 11798.5 MHz
Audio Freq: 6.2/6.8 MHz
Location: 74 West
Polarity: Vertical

Domestic/International Satellites

Please note: Audio frequency 6.2 will be in English; 6.8 will be in Spanish

C-Band

Telstar 5
Transponder 7C
Downlink Frequency: 3840 MHz
Audio Freq: 6.2/6.8 MHz
Location: 97 West
Polarity: Vertical

Ku-Band

PAS 5
Transponder 19K
Downlink Frequency: 11219 MHz
Audio Freq: 6.2/6.8 MHz
Location: 58 West
Polarity: Vertical

If technical difficulties arise with the transmission, please call 1-800-500-5164 or 1-301-447-1068.

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TELEPHONE CALL-IN SHEET
Phone Number: *(will be provided during the broadcast)*

PLEASE PRINT

Name:
(Optional)

Operator: "Please tell me the site, city, and state from where you are calling."

Site:

City: _____ State: _____

"What is your question?"

Prepared question:

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FAX-IN SHEET
FAX Number: (301) 447-1363

PLEASE PRINT

Name:
(Optional)

SITE, CITY, AND STATE FROM WHICH YOU ARE FAXING:

SITE: _____

CITY: _____ STATE: _____

Prepared question:

SATELLITE LOCATION: _____

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SIGN-IN SHEET

NAME (PRINT CLEARLY)	MAILING ADDRESS & PHONE #	APHIS UNIT (circle one)	ORGANIZATION NAME (If not an APHIS employee)
		OA VS AC ABS IS PPQ OPD PPD WS LPA ITS	
		OA VS AC ABS IS PPQ OPD PPD WS LPA ITS	
		OA VS AC ABS IS PPQ OPD PPD WS LPA ITS	
		OA VS AC ABS IS PPQ OPD PPD WS LPA ITS	
		OA VS AC ABS IS PPQ OPD PPD WS LPA ITS	
		OA VS AC ABS IS PPQ OPD PPD WS LPA ITS	
		OA VS AC ABS IS PPQ OPD PPD WS LPA ITS	
		OA VS AC ABS IS PPQ OPD PPD WS LPA ITS	

SATELLITE LOCATION: _____

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SIGN-IN SHEET

NAME (PRINT CLEARLY)	MAILING ADDRESS & PHONE #	APHIS UNIT (circle one)	ORGANIZATION NAME (If not an APHIS employee)
		OA VS AC ABS IS PPQ OPD PPD WS LPA ITS	
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		OA VS AC ABS IS PPQ OPD PPD WS LPA ITS	
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